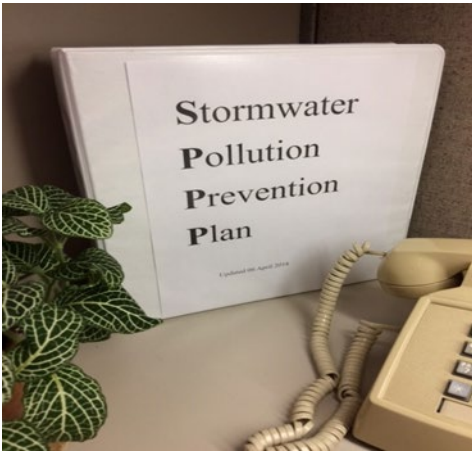


## 2. STORMWATER POLLUTION PREVENTION PLAN



The Tier A MS4 NJPDES permit requires that each Tier A Municipality develop, implement, update and maintain an MS4 stormwater program. The stormwater program is described in the municipality's written Stormwater Pollution Prevention Plan (SPPP), which is the primary plan required by the permit. The SPPP describes how the municipality will implement each permit requirement and provides a place for record keeping and documenting when permit requirements were met. For the existing Tier A Municipality, *Attachment A - Measurable Goals and Implementation Schedule* is a continuation and enhancement of ongoing program requirements. For the newly permitted Tier A Municipality, *Attachment A-1 -*

*Measurable Goals and Implementation Schedule for New Permittees* provides a timetable for developing a comprehensive MS4 Stormwater Program. Below is a summary table of the permit requirements and the corresponding implementation schedule.

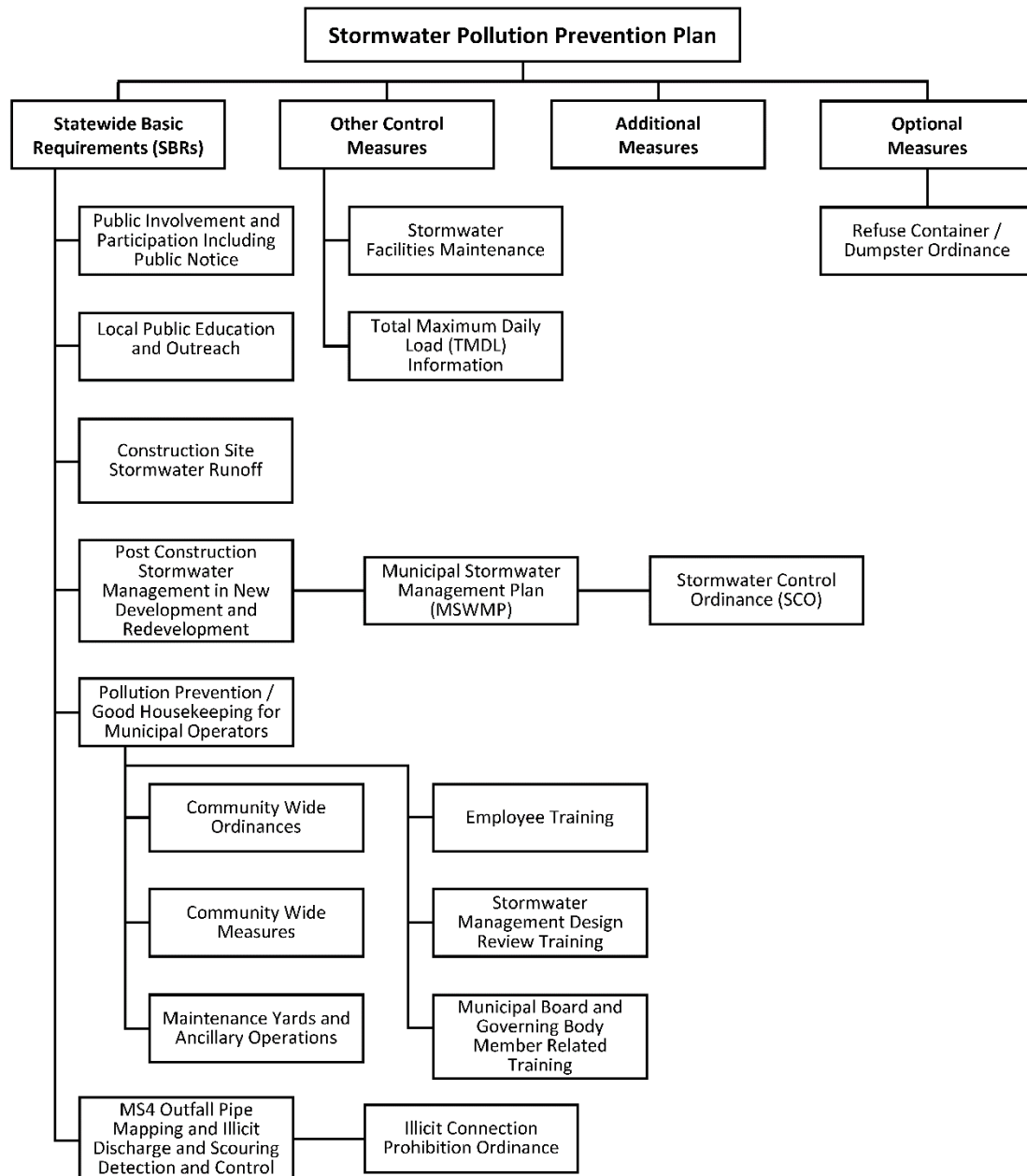
Stormwater Pollution Prevention Plan		
Permit Requirements	Implementation Schedule	
	Existing Permittees	New Permittees
Develop and implement a written Stormwater Pollution Prevention Plan (SPPP), signed and dated by the Stormwater Coordinator.	January 1, 2018	EDPA + 12 months
Maintain the SPPP by reviewing at least annually and updating as often as needed to reflect changes in the municipality's MS4 Stormwater Program.	January 1, 2018	EDPA + 12 months
Provide the current SPPP to the public upon request.	January 1, 2018	EDPA + 12 months
Post the current SPPP on the municipality's website.	April 1, 2018	EDPA + 12 months
Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.	April 1, 2018	EDPA + 90 days
Amend the SPPP within 30 days after receiving notification from the Department to address all deficiencies and submit written certification to the Department for the required retention period.	30 days from the date of receipt of notice	30 days from the date of receipt of notice

**Note: EDPA means effective date of permit authorization.**

## Introduction

The chart below illustrates the organization of the Tier A MS4 NJPDES permit's MS4 stormwater program requirements. The Stormwater Pollution Prevention Plan (SPPP) is the master working document of the MS4 stormwater program, as it contains the descriptions, records and forms necessary for documenting how the municipality is meeting the conditions of the Statewide Basic Requirements (SBRs), Other Control Measures and any Additional Measures and Optional Measures.

**Municipal MS4 Stormwater Program Organization Chart**



SPPP forms are provided on the Department web site at [http://www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm). The forms may be printed and completed by hand, or as fillable form documents, which can be completed and saved for updates and revisions at a later time. A Tier A Municipality may develop personalized forms. However, it is important that the SPPP fully describe the municipality's stormwater program, including items required by the permit and specifics on implementation and record keeping.

When developing or updating an SPPP and related forms, it is important to include as much detailed information about the municipality's stormwater program as possible. In addition, when implementing the SPPP, it is important to keep up with the record keeping requirements and documentation related to SPPP implementation. The Department did not include forms for record keeping, since it is more efficient to use database software for this purpose, which allows easy updates and tracking of SPPP related activities. The location of the record keeping database should be noted in the SPPP. If printed copies are kept in the SPPP, the printed copies should be updated after any updates are made to the database. The Tier A Municipality must handle all record keeping requirements in a similar fashion. It is also acceptable to keep handwritten records.

Maintaining detailed, up-to-date SPPP forms and updated record keeping spreadsheets will make it easier for the municipality to complete the Annual Report and Certification that must be submitted each year. Further, having updated forms and updated spreadsheet will help to ensure permit compliance and continuity of work regardless of personnel changes within a municipality. A well-written and detailed SPPP will also make the annual inspections conducted by the Department's Water Compliance and Enforcement easier for both the Department and the Tier A Municipality.

The Tier A Municipality is not required to submit the SPPP to the Department. The Department will review the completed SPPP as part of regular compliance assistance inspections and on-site audits, and the SPPP may be reviewed by Department Enforcement personnel as part of the inspection process; the Stormwater Program Coordinator must have access to the document at all times. In addition, the SPPP must be available for use by municipal employees. It may be a good idea to have copies made for each member of the Stormwater Pollution Prevention Team with one person responsible for making updates or compiling record keeping data. The Tier A Municipality must also make the SPPP available to the public at reasonable times during regular business hours, and post it to the municipal website for public access.

The SPPP is a dynamic document that is never "completed." It must not be filed away in a drawer. The SPPP needs to be continually updated and revised as people, tasks and best management practices change. The best time for evaluating your Stormwater Program and SPPP, as well as making appropriate changes, revisions and updates, is upon completion of the Annual Report and Certification.

## Contents of the SPPP:

### Municipal MS4 Stormwater Program Minimum Standards

The SPPP describes and documents how a Tier A Municipality is meeting the minimum standards contained within these four divisions of the Municipal MS4 Stormwater Program:

1. Statewide Basic Requirements (SBRs);
2. Other Control Measures;
3. Additional Measures; and
4. Optional Measures.

#### Statewide Basic Requirements (SBRs)

The Statewide Basic Requirements (SBRs) are the actions developed by the State to implement the Federal Six Minimum Measures. Detailed information on each of the following SBRs is found in Chapter 3 of this document. The SBRs include the following:

1. The *Public Involvement and Participation Including Public Notice* SBR requires compliance with all applicable State and local public notice requirements when providing for public participation in the development and implementation of a MS4 Stormwater Program;
2. The *Local Public Education and Outreach* SBR requires compliance with the established standards for implementing a public education and outreach program, for labeling storm drain inlets and for advertising public involvement programs pertaining to public education and outreach activities in the development and implementation of a MS4 Stormwater Program;
3. The *Construction Site Stormwater Runoff* SBR is not required in the SPPP because construction site stormwater runoff activities are authorized under a separate NJPDES permit;
4. The *Post Construction Stormwater Management in New Development and Redevelopment* SBR requires two key components be included in the SPPP:
  - The Municipal Stormwater Management Plan (MSWMP) is a significant component of the SPPP. The MSWMP is also a key element of the municipal master plan and it describes the Tier A Municipality's strategy, structure and process for addressing stormwater runoff from new development and redevelopment; and
  - The Stormwater Control Ordinance (SCO) is the means by which the minimum stormwater management requirements and controls for major development are established and the enforcement of the requirements are codified.
5. The *Pollution Prevention/Good Housekeeping for Municipal Operators* SBR for eliminating and/or minimizing stormwater pollution from public and municipal activities, and educating municipal employees and officials of their responsibilities includes a number of community-wide ordinances and measures to control solids and floatables:
  - Community Wide Ordinances for dealing with improper disposal of waste;

- Community Wide Measures for controlling solids and floatables;
  - BMPs for Municipal Maintenance Yards and Other Ancillary Operations for stormwater discharges from municipal maintenance yards and activities;
  - Employee Training for stormwater on topics applicable to title and duties;
  - Stormwater Management Design Review Training for engineers and others that review stormwater management designs for development and redevelopment projects; and
  - Municipal Board and Governing Body Member Related Training for board and council members that review and approve applications for development and redevelopment projects.
6. The *MS4 Outfall Pipe Mapping, and Illicit Discharge and Scouring Detection and Control* SBR for identifying and eliminating illicit discharges and stream channel erosion at municipal stormwater outfalls, which requires:
- The development, updating and maintenance of an MS4 outfall pipe map;
  - The development, updating and implementation of a program for detecting, investigating, and controlling any localized stream scour at outfall pipes owned or operated by the Tier A Municipality; and
  - The development, updating, implementation and enforcement of a program for detecting and eliminating illicit discharges.

## Other Control Measures

Other Control Measures are the actions needed to supplement certain Statewide Basic Requirements designed to achieve elements of the Federal Six Minimum Measures. There are two main groups, for which detailed information is included in Chapter 4 of this document:

1. Stormwater Facilities Maintenance, which requires adequate long-term cleaning, operation and maintenance of all municipally owned or operated stormwater facilities, and requires development and enforcement of a program to *ensure* long-term cleaning, operation and maintenance of privately owned or operated stormwater facilities built after February 7, 1984; and
2. Total Maximum Daily Load (TMDL) Information, which is incorporated into the SPPP to identify pollutants listed in TMDLs for impaired waterbodies to supplement the SBRs and other control measures, as well as to promote municipal strategies for reducing pollutant discharges from MS4s.

## Additional Measures

Additional Measures are specified by the Department only if required by a TMDL, regional stormwater management plan, other elements of an adopted area-wide Water Quality Management Plan or the adopted Statewide Water Quality Management Plan.

## Optional Measures

Optional Measures are BMPs or control measures developed by the municipality at its own discretion to further prevent or reduce pollutant discharges from its MS4. Options such as these may be included in the SPPP, if desired:

- Wildlife Management;
- TMDLs as an Optional Measure;
- Retrofit of Existing Stormwater Management Measures;
- Road De-icing;
- Adoption of Abandoned Stormwater Management Facilities;
- Planting of Native Vegetation in Existing Landscapes;
- Digital Mapping;
- Refuse Container/Dumpster Ordinance; and
- Road Erosion Control.

## Minimum Standards

The Tier A Municipality must develop, implement, update and maintain a written Stormwater Pollution Prevention Plan (SPPP) that documents how the municipality is meeting the conditions of the Statewide Basic Requirements (SBRs) and Other Control Measures, plus any Additional Measures and Optional Measures.

### Basic Requirements

#### Municipal Stormwater Program Coordinator (Stormwater Coordinator) and SPPP Team Members

The Tier A Municipality must designate a Stormwater Coordinator and assign individuals to serve as members of the SPPP Team. The Stormwater Coordinator and SPPP Team members are to be identified on the *Stormwater Pollution Prevention Team Members* form. They are responsible for ensuring that the SPPP is properly developed, implemented, updated and maintained.

To be qualified for the Stormwater Coordinator position, the individual must:

1. Be a principal executive officer or a ranking elected official; or
2. Have overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters, and is assigned to the position as a duly authorized representative by a principal executive officer or a ranking elected official.

Duties of the Stormwater Coordinator include:

1. Coordinating the implementation of the SPPP and Tier A NJPDES MS4 permit conditions;
2. Signing and dating the SPPP;
3. Coordinating the completion and online submittal of the Annual Report and Certification;
4. Certifying, signing and dating the Annual Report; and
5. Serving as point contact for the Department for communication related to the MS4 stormwater program.

When a change of Stormwater Coordinator brings a new individual into the position, the Department must be sent the new information within 30 days of the change taking place. The change notification may be sent to the Department any time of the year by using the *Stormwater Program Coordinator Information Update Sheet* posted at [www.nj.gov/dep/dwq/pdf/msrp\\_update\\_form.pdf](http://www.nj.gov/dep/dwq/pdf/msrp_update_form.pdf). The information may also be updated online during the first half of the year through the Annual Report and Certification submittal process. Having the proper Stormwater Coordinator contact information in the Department database will ensure that the Department will be able to provide the necessary updates and correspondence to the proper contact person.

#### **Documenting the MS4 Stormwater Program Including Shared or Contracted Services**

Documenting the implementation of the MS4 stormwater program includes providing a description of any shared or contracted services utilized. When another entity, such as a governmental, private, or nonprofit entity, is used to satisfy any of the Tier A MS4 NJPDES permit conditions, the SPPP must describe which best management practices (BMPs) or control measures are being implemented, and identify the entity that is providing these services.

These are the conditions that must be met when utilizing another entity to provide shared or contracted services:

- The entity is responsible for implementing the services;
- The services, whether provided in full or as a distinct part, must meet or exceed the Tier A MS4 NJPDES permit requirements;
- The entity must have a written agreement with the municipality, or be bound by law, to provide the services required by the Tier A MS4 NJPDES permit in the best interests of the municipality; and
- In the SPPP, the municipality must provide the name of the entity and which of the Tier A MS4 NJPDES permit conditions the entity is responsible for implementing.

As a reminder, the municipality must ensure that any shared or contracted services provided by a private contractor are done in compliance with the Tier A MS4 NJPDES permit.

## **Describing SBRs, Other Control Measures, Additional Measures and Optional Measures in the SPPP**

For each BMP and control measure implemented to fulfill the Statewide Basic Requirements (SBRs), Other Control Measures, Additional Measures and any Optional Measures the municipality chooses to include in its stormwater program, the following must be included in the SPPP:

- A description of the method of implementation;
- Detailed record keeping as appropriate;
- An implementation schedule consistent with permit requirements, including interim milestones;
- Any special diagrams required by the permit (i.e., Storm Drain Inlet Labeling, Illicit Connection Elimination and Outfall Pipe Mapping);
- Inspection and maintenance schedules, as appropriate; and
- For shared responsibilities, a description of the measure(s) implemented and the entity(ies) responsible for the implementation (Not required for Optional Measures).

## **Measurable Goals**

To meet the minimum standards of this permit, the Tier A Municipality must comply with the following:

- Develop and implement a written Stormwater Pollution Prevention Plan (SPPP);
- Maintain the SPPP by reviewing the documents at least annually and update it as often as needed to reflect changes in the municipality's MS4 stormwater program;
- Provide the current SPPP to the public upon request;
- Post the current SPPP on the municipality's website; and
- Post the current Municipal Stormwater Management Plan (MSWMP) and related ordinances on the municipality's website.

The Tier A Municipality is also required to both certify annually that all conditions of the SPPP were followed, and to maintain the records necessary to demonstrate compliance with the permit.

## **Implementation Schedule**

Refer to the table listing the Implementation Schedule found on Page 1 of this Chapter.



## Stormwater Pollution Prevention Plan Forms

An SPPP template is available at [http://www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm) for Stormwater Coordinators to prepare thorough plans for their municipalities. Using this template is not required, however the same level of detail must be present in all plans. The Department recommends using the template to be certain all requirements are satisfied. The completed and most current SPPP must be posted on the municipal website. Related records must be available to the Department upon request.

### SPPP Cover Sheet

The Department template includes this sheet to serve as the front page of the plan. There are spaces reserved for the SPC to enter the name of the municipality, county, NJPDES permit number, and the last revision date.

### SPPP Table of Contents

The Department template includes this sheet to easily connect individual forms with the exact place in the permit where the requirement is cited. There are spaces reserved in the footer of this sheet for the SPC to enter the name of the municipality, county, NJPDES permit number, and the date it was last revised.

### SPPP Form 1 – SPPP Team Members

This form is for the Stormwater Coordinator to sign and date as the person responsible for the SPPP, responsible for ensuring that the document is complete, updated when changes are made to the municipality's stormwater program, and reviewed annually. The Stormwater Coordinator is also responsible for posting the most updated SPPP on the municipal website along with the stormwater-related Ordinances and the Municipal Stormwater Management Plan. The names and titles of others involved in the SPPP are recorded on this form, including individual(s) who perform stormwater management reviews of major development projects and any others determined to be key contributors to the stormwater program and permit compliance.

### SPPP Form 2 – Revision History

This form is for recording the date and nature of changes to the SPPP. It is necessary to record a revision whenever the approach to the stormwater program is modified or when there is a change to the individuals listed on the SPPP Team Members form (Form 1).

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

This form is for describing how the municipality provides public access to the SPPP, ordinances and MSWMP as well as how the public is notified about opportunities to participate in municipal stormwater program meetings, development, and implementation activities.

### Form 4 – Public Education and Outreach

This form is for describing how the municipality advertises public education and outreach events and where online and hard copy materials are available to support stormwater education. It also is for

describing the approach to educating businesses and the general public about the hazards associated with illicit connections and improper disposal of waste.

Permit attachment B includes the following five categories with associated lists of activities and online resources: General Public Outreach, Targeted Audiences Outreach, School/Youth Education and Activities, Watershed/Regional Collaboration, and Community Involvement Activities. Municipalities must choose from at least three of these five categories to achieve a total of 12 points. At least one of these activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste.

### **Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program**

This form is for describing the overall Post Construction Stormwater Management in New Development and Redevelopment Program. This includes how the municipality will, among other things, ensure that any residential development and redevelopment projects subject to the Residential Site Improvement Standards (RSIS) comply with the RSIS and how non-residential projects comply with the municipality's Stormwater Control Ordinance (SCO), ensure long-term operation and maintenance of BMPs, implement (through ordinance) the storm drain inlet design standard required by the permit and adopt a Municipal Stormwater Management Plan (MSWMP) and SCO.

### **Form 6 – Ordinances**

This form is for listing the ordinances required by the permit, the municipal website address where they are posted, and details about adoption date and enforcement. The following ordinances are required by permit: Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Yard Waste/Yard Waste Collection Program, Private Storm Drain Inlet Retrofitting, Stormwater Control Ordinance, and Illicit Connection Ordinance. It is optional to adopt and enforce a Refuse Container/Dumpster Ordinance.

### **Form 7 – Street Sweeping**

This form is for describing the street sweeping plan, i.e., a written description or map to illustrate the areas swept, records of sweep dates, miles swept, and amounts of wet tons collected. The municipality will indicate which streets are required by permit to be swept, which streets they sweep that are NOT required by permit to be swept, and where sweeping was done by the municipality versus another entity through a shared service arrangement. If the municipality provides sweeping services for other municipalities, details of this arrangement shall be noted on this form.

### **Form 8 – Catch Basins and Storm Drain Inlets**

This form is for describing the plan for catch basin and storm drain inlet inspection and maintenance. The municipality will include a list of locations where recurring problems, i.e., flooding, accumulated debris, etc. are identified. For each such area, the municipality will indicate what measures are taken to address the issues and how remediation projects are prioritized.

For inlets that do not have permanent wording cast into the structure of the inlet, municipalities will indicate if they use stencils, medallions, etc., and, during maintenance work, if labels are missing or not legible. The municipality may elect to combine this permit requirement with Public Education and

Outreach, earning points by organizing a youth group to do the 'Storm Drain Labeling' activity (see permit attachment B, category 3: School/Youth Education and Activities).

### **Form 9 – Storm Drain Inlet Retrofitting**

This form is for describing how the municipality ensures that all storm drain inlets (municipal and private) are retrofitted to meet current requirements detailed in permit attachment C – Design Standards for Storm Drain Inlets. The municipality will describe the inspection process to verify that appropriate retrofits are completed as part of applicable repaving, repairing, and resurfacing projects or are in direct contact with any reconstruction or alteration of facilities.

### **Form 10 – Municipal Maintenance Yards and Other Ancillary Operations**

This form is used to inventory equipment and materials present and exposed to stormwater at each municipal yard or ancillary operation location. The municipality will describe the Best Management Practices (BMPs), often known as Standard Operating Procedures (SOPs) in place at each location to ensure compliance with the requirements in permit Attachment E. The municipality will note the location of logs and documentation of issues and remedial action related to each of the following categories: Fueling Operations, Vehicle Maintenance, On-Site Equipment and Vehicle Washing (including Underground Storage Tank records, if applicable), Discharge of Stormwater from Secondary Containment, Salt and De-Icing Material Storage and Handling, Aggregate Material and Construction Debris Storage, Street Sweepings, Catch Basin Clean Out and Other Material Storage, Yard Trimmings and Wood Waste Management Sites, and Roadside Vegetation Management.

### **Form 11 – Employee Training**

This form is for documenting the required training for 1) municipal employees, 2) municipal board and governing body members, and 3) stormwater management design reviewers. For each of the three groups, there are topics and/or courses required periodically to ensure the appropriate individuals are prepared to conduct their duties related to stormwater pollution prevention.

### **Form 12 – Outfall Pipes**

This form includes four sections with topics related to municipally owned or operated outfall pipes as follows:

Mapping – Each year, an image or link to the most current outfall pipe map shall be included in this section of the SPPP. If the municipality currently uses paper maps, they may be scanned and attached electronically to satisfy the requirement. Note that all maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).

Inspections – Describe the outfall pipe inspection schedule and indicate the location of associated records including dates, locations, and findings.

Stream Scouring – Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. For cases when localized stream scoring has been detected, indicate the location of records documenting the sources of stormwater that contribute to the affected

outfall pipes, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Illicit Discharges – Describe the program in place for conducting visual dry weather inspections of municipal outfall pipes. When illicit discharges are found, record each case using the DEP’s Illicit Connection Inspection Report Form found at [www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm). These forms are also submitted to DEP with the annual report due May 1 of each year.

### **Form 13 – Stormwater Facilities Maintenance**

This form is for documenting details about the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality. It shall also detail how the municipality ensures the same of each stormwater facility NOT owned or operated by the municipality.

The DEP offers helpful maintenance log templates to satisfy this permit requirement, found at [http://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](http://www.nj.gov/dep/stormwater/maintenance_guidance.htm). Alternate logs are acceptable provided they include the type of stormwater facility inspected, geographic coordinates or other location details, date of inspection, name of inspector, findings, preventative and corrective maintenance performed.

The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see [https://hydro.rutgers.edu/public\\_data/](https://hydro.rutgers.edu/public_data/).

### **Form 14 – Total Maximum Daily Load Information**

This form is for documenting the results of the Total Maximum Daily Load (TMDL) report that are specific to the municipality using the DEP tool available at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm>. The municipality will list adopted TMDLs, parameters addressed, and the names of affected water bodies that impact the MS4 program. This form shall also include a description of how TMDL information is used to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

### **Form 15 – Optional Measures**

This form is for describing any Best Management Practice(s) developed by the permittee that extend beyond the requirements of the permit to prevent or reduce water pollution. If the municipality adopts a Refuse Container/Dumpster Ordinance, it will be noted here as an Optional Measure and will also be listed among the ordinances on SPPP Form 6.